



Request Application for Unopened Road Allowance Closure and Purchase

Updated January 2022

As the applicant, it is your responsibility to make sure the application is complete, accurate and clearly identifies the unopened road allowance to be closed and purchased. Failure to provide all of the required information may result in processing delays.

The Process:

Step 1: Meet with the Municipality

- Submit an Intake form on the website or in person;
- A pre-consultation meeting will be arranged with Township staff to discuss the proposal and understand requirements.

Step 2: Complete Application

- Bring complete application to the South Frontenac Township Office located at 4432 George Street, Sydenham, Ontario K0H 1W0;
- A complete Request Application for Unopen Road Allowance Closure and Purchase required with the following:
 - Completed application form in metric measurements (signed in the presence of a commissioner);
 - Payment of the required fee and deposit for the Township; and
 - Sketch (or drawing)

Step 3: Application is processed

- A site visit will be conducted by Planning Staff;
- Staff will prepare a report and your application will be put on the agenda for Council. Staff will provide a recommendation to Council and Council will make the final determination if the road allowance will be closed and transferred. You are encouraged to attend the council meeting;
- Notice of your application will be advertised in the local newspaper for four consecutive weeks;
- A letter will be sent to the property owner adjacent (if applicable) to ask if they are interested in purchasing 50% of the unopened road allowance;
- If Council is supportive of the closure and transfer, the final purchase price for the portion of the unopened road allowance shall be established by Council.

Step 4: Council Meeting & Survey

- The applicant, adjacent landowners & all interested parties may attend the public Council meeting and provide comments;
- You, as the applicant will have the opportunity to speak to your application;
- If there are no objections to the road closing, Council will direct staff to prepare the by-law to close and transfer a portion of the road allowance;
- It is at this stage that the applicants shall have a draft survey prepared to be submitted and approved by staff prior to depositing with the Land Registry Office;
- Once Staff has approved the survey, the Ontario Land Surveyor shall deposit the survey with the Land Registry Office and a digital and paper copy shall be provided to staff.

Step 5: By-Law and Purchase

- Staff will prepare a report to Council with a by-law for consideration;
- Council is the authority who will consider approving the transfer of the road allowance.

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Step 6: Purchase

- Purchase price to be paid by applicant to the Township by certified cheque or money order;
- Following payment of the purchase price staff will forward all relevant paperwork to the municipal lawyer who will be in touch with you or your lawyer to execute all necessary documents, once the documents have been forwarded back to the municipal lawyer the transfer registration will be completed;
- Please note that the deposit will be held by the Township until all legal invoices have been received and the transaction has been completed.

I have read and understand the Request Application for Unopened Road Allowance Closure and Purchase process and my role within it.


Signature

August 10/22
Date

NOTE: The application must be accompanied by a detailed sketch of the proposed unopened road allowance closure and the abutting properties. Please see Schedule "A" for an overview of the process and requirements.

Planning Application:	Planning Fee:	Deposit:	Total:
Close and Transfer an Unopened Road Allowance	\$521.00	\$3,000.00	\$3,521.00

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For Office Use Only

Date received: _____ File Number: _____

Application Fee: _____ Fee paid (date): _____

Deposit Amount: _____ Deposit paid (date): _____

Application Deemed Complete (date): _____

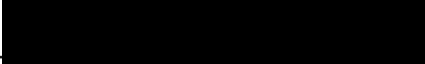
Council Meeting Date(s): _____ & _____

Public Meeting Date: _____

1. Name of Owner(s): Michael Gordon Mancino

FULL Mailing Address of Owner(s): 


Email Address of Owner(s): 

Phone # of Owner(s): 

Full names, dates of birth and marital status of all individuals the property will be transferred to:

1. Township of South Frontenac
(name) (d.o.b) (marital status)

2. _____
(name) (d.o.b) (marital status)

3. _____
(name) (d.o.b) (marital status)

4. _____
(name) (d.o.b) (marital status)

Signature of Owners consenting to agent acting on their behalf (agent information on pg.4):


Signature


Name, printed

Signature

Name, printed

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6. Frontage(s), depth and area of the Road Allowance to be closed

Frontage (on water): N/A Length (metres): ~ 214 metres

Width (metres): ~ 13.8 metres Area: ~ 2,914 sqm

7. The reason for requesting the closure of the unopened road allowance, including the proposed uses of the lands. (Attach more pages if required).

Underlying title issues to be cleared. Road was sold to Michael Mancino by the previous owner, but never deemed surplus or closed by by-law. Part 4 provides access for abutting lots which will be maintained. Part 5 is grassed/treed areas and will remain

8. What are the existing uses of the owner's property?

Vacant lands, severed under PL-BDS-2022-022 and PL-BDS-2022-023

9. Are there any Buildings, Structures or Septic Systems on the Unopened Road Allowance?

Yes No ↳ there is a private ROW

If yes, please describe. _____

10. Are there any buildings or structures on the owner's land? Yes No

If yes, please describe. Existing septic system

NOTE: If there are buildings or structures on the road allowance or the owner's lands, these should be shown on an attached sketch, with details of setbacks and distances.

The approval of this application does not relieve the owner from the requirements of the Ontario Building Code or any other relevant regulatory control that may affect the use and development of the request (i.e. Conservation Authority Regulatory Controls, Zoning By-Law Regulations, etc.)

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Affidavit of Owner/Agents

I/We Tracy Zander, ZanderPlan, being the registered owner(s) or acting on behalf of the owners of the subject land hereby authorize and consent to the use of or the disclosure to any person or public body of any personal information that is collected under the authority of the Municipal Act for the purpose of processing this application.

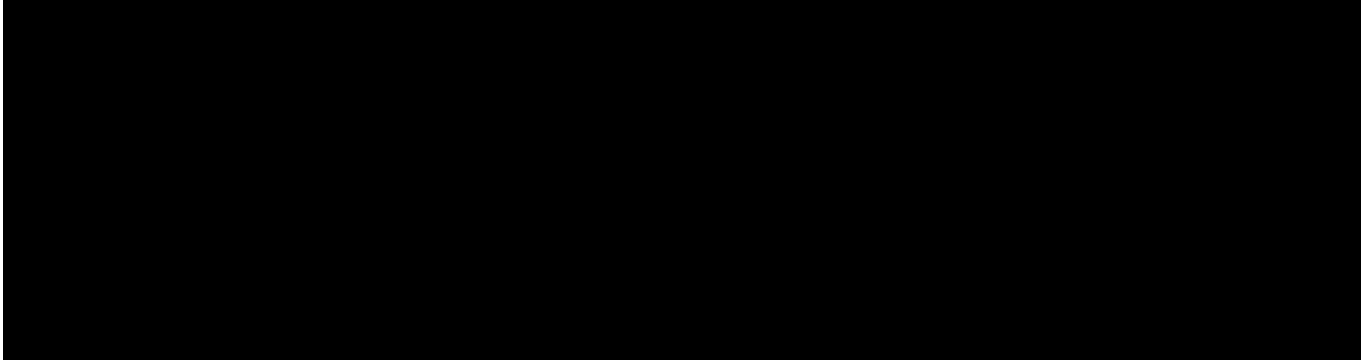
I/We hereby recognize that a purchase price will be established by the Township based on the attached schedule.

I/We Tracy Zander of the Twp. of DNE in the
(name of owner(s) agent(s)) (City in which you reside)
County of Lanark in the Ontario
(County/upper-tier municipality, if applicable) (Province/State)

solemnly declare that all of the above statements contained in this application are true, and I/we make this solemn declaration conscientiously believing it to be true and known that this is of the same force and effect as if it were made under oath.

Declared before me at the Township of Perth ~~South Frontenac~~,
In the County of Lanark ~~Frontenac~~, Province of Ontario

This 15 day of August, 2022



Personal information contained in this form is collected under the authority of the *Municipal Act*, and will be used to determine the eligibility of the proposed request.

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Checklist-

The following must be provided in order for the application to be deemed complete. Incomplete applications will not be considered.

- Application Form **[all sections must be complete]**
- A map of the portion of unopened road allowance requested to be closed and conveyed, including:
 - Boundaries and dimensions
 - Adjacent Land Parcels
 - Use of adjacent land parcels
 - Location of buildings/septic systems/wells on adjacent land parcels
 - Location of any existing rights-of-way/easements on adjacent parcels
 - Identification of steep slopes, rock outcroppings, low lying areas and other topographical features that may affect the property and drainage on and off site
 - Identification of other natural features (e.g. wetlands, waterbodies, watercourses, woodlots, etc.)
 - Identification of artificial features (e.g. roads, trails, hydro poles and hydro lines, utilities, ditches, drains and well).
- Application fee and deposit (as per fee by-law)
- Copy of Property Transfer / Deed of Land (that you own) Adjacent to Road Allowance